

Training 3-4:

School Update Forms



Welcome to the Wisconsin Department of Public Instruction's (DPI) training module on the Private School Choice Programs. We will refer to the Private School Choice Programs as "Choice" or "Choice program" throughout this training. The Choice program is governed by Wis. Stat. §§ 119.23 and 118.60, as well as Wis. Admin. Codes ch. PI 35 and 48. Provisions of this training module are subject to statutory and rule changes.

This training module will describe the forms that enable a Choice school to make changes to information submitted as part of the Intent to Participate, to governing board members, and to Choice administrators and designees.

School Update Forms

This training will cover the four forms below.

- School Information Update Form
- Choice Administrator Authorization and Update Form
- Designee Authorization and Update Form
- Governing Board Update Form



This training will cover the four forms below.

- School Information Update Form
- Choice Administrator Authorization and Update Form
- Designee Authorization and Update Form
- Governing Board Information Update Form

The School Information Update form can be used to change a school's name, add or remove a school location, and change the grades offered to MPCP, RPCP, and/or all grades available (including those not offered to Choice students).

The Choice Administrator Authorization and Update form can be used to establish a new Choice administrator for a continuing school and to change contact information for an existing Choice administrator.

The Designee Authorization and Update form can be used to establish a new designee (designated by the Choice administrator to assist with processing applications), remove a designee, and change contact information for an existing designee.

The Governing Board Update form can be used to add or remove a governing board member annually (due by August 1) and should be used by governing board members to report a name or contact information change anytime it occurs.

School Information Update Form

Choice administrators may use this Qualtrics form at any time to report the following:

- Change in school's name.
- Addition or removal of a school location.
- Change in grades offered to MPCP, RPCP, and/or all grades available (including those not offered to Choice students).



The form is located on the [School Submitted Reports and Forms](#) webpage and must be submitted electronically. Choice administrators may use this Qualtrics form at any time to report a change in a school's name, the addition or removal of a school location, and a change in grades offered to MPCP, RPCP, and/or all grades available (including those not offered to Choice students).

School Information Update Form (continued)

- A Choice administrator must first provide general information about the school and the reasons for submitting the form.
- If a school also participates in the Special Needs Scholarship Program (SNSP), this form can't be used to submit a change for SNSP.

General Information

Email Address
First Name
Last Name
Current Name of Your School
City Where Your School Located

In which program(s) does your school participate? *Check all that apply.*

- ☐ Choice - Wisconsin Parental Choice Program (WPCP)
☐ Choice - Milwaukee Parental Choice Program (MPCP)
☐ Choice - Racine Parental Choice Program (RPCP)
☐ Special Needs Scholarship Program or SNSP

If the school is participating in the SNSP and the change also applies to SNSP, they should also complete a School Information Update form for the SNSP available at <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-reports>

Check the box next to the reason(s) for completing this form.

- ☐ Updating the school name
☐ Adding/removing school address
☐ Updating grade levels served for MPCP
☐ Updating grade levels served for RPCP
☐ Updating ALL grade levels (this includes grades not offered to Choice students)

A Choice administrator must first provide general information about the school and the reasons for submitting the form. If a school also participates in the Special Needs Scholarship Program (SNSP), this form can't be used to submit a change for SNSP.

School Information Update Form (continued)

- A Choice administrator will see these sections of the form if they are updating the school's name and/or adding or deleting school locations.
- A school can't change its Federal Employer Identification Number (FEIN) through this form.

School Name Change

School Name Change

Note a school cannot change its Federal Employer Identification Number (FEIN) through this form. If a school is considering a FEIN change, contact DPI at DPI.PrivateSchoolChoice@dpi.wi.gov for information about next steps.

New name of your school
Effective date
Example: 01/15/2021

Locations

If you need to change a current location address, please remove the incorrect address and then in another location field, add the correct address. For example, if a school needs to remove 1 location and add 1 location, it should select 2.

Locations

How many locations are being added or removed?

- ☐ 1
☐ 2
☐ 3
☐ 4
☐ 5

☐ If more than 5 locations, contact DPI at privateschoolchoice@dpi.wi.gov.

The Choice administrator will be guided through the relevant sections of the form based on the Choice administrator's answers regarding why the form is being submitted. A Choice administrator will see the sections of the form seen on the slide above if they are updating the school's name and adding and/or deleting school locations.

A school can't change its Federal Employer Identification Number (FEIN) through this form. If your school is considering a FEIN change, please contact DPI at DPI.PrivateSchoolChoice@dpi.wi.gov for information about next steps.

School Information Update Form (continued)

- A Choice administrator who needs to update grades available will complete a screen similar to the one to the seen on the right.
- There is a different portion of the form for MPCP grade changes, RPCP grade changes, and changes to all grade levels available, which includes those not offered to Choice students.
- A school should not remove grades unless it does not have any applications that are pending an eligibility determination or that have already been determine eligible in that grade.
- A school can't update WPCP grades through this form. WPCP schools may not add WPCP grades on or after the first weekday in February (the start of the WPCP application period).

MPCP Grade Changes

Grades offered for the MPCP may be changed prior to an open application period by submitting this form.

A school should not remove grades unless it does not have any applications that are pending an eligibility determination or have already been determined eligible in that grade.

Schools do not need to notify the DPI if there are changes in the number of seats available for a grade.

Given the information above, do you need to add or remove any grades offered to MPCP students at your school?

- ☐ Yes
☐ No

Date these changes are effective? Example: 01/01/2021

Check ALL grades offered to MPCP Choice students at your school, whether previously reported or not.

- ☐ K4 .5 FTE
☐ K4 with Outreach .6 FTE
☐ K5 .5 FTE
☐ K5 .6 FTE
☐ K5 .8 FTE
☐ K5 1.0 FTE
☐ 1
☐ 2
☐ 3
☐ 4
☐ 5
☐ 6
☐ 7
☐ 8
☐ 9
☐ 10
☐ 11
☐ 12

The page above illustrates one of the three (3) sections where a school can change the grades offered to students. One section pertains to MPCP students, the next section pertains to RPCP, and the final grades section pertains to grades for all students (including those grades not offered to Choice students).

A school should not remove grades unless it does not have any applications that are pending an eligibility determination or that have already been determined eligible in that grade.

A school can't update WPCP grades through this form. Schools may not add WPCP grades on or after the first weekday in February. If a WPCP school would like to add grades prior to the first weekday in February, the school should email privateschoolchoice@dpi.wi.gov.

Choice Administrator Authorization and Update Form

This fillable PDF form can be used at any time to:

- Establish a new Choice administrator for a continuing school.
- Change contact information for an existing Choice administrator.

Establishing a new Choice administrator requires:

- Signature of the Choice administrator,
- Signature of the Governing Board Chair, and
- Affirmation that Choice administrator has read the trainings and completed both the OAS Access Quiz and the Program Requirements Quiz.

Changing contact information for an existing Choice administrator requires:

- Signature of the Choice administrator.



This fillable PDF form can be used to establish a new Choice administrator or change the contact information for an existing Choice administrator. The form is located on the [School Submitted Reports and Forms](#) webpage.

If a school is establishing a new Choice administrator, the form must include the signature of the Choice administrator, the signature of the Governing Board Chair, and affirmation that Choice administrator has read the trainings and completed both the OAS Access Quiz and the Program Requirements Quiz.

If a school is changing contact information, the form must include the signature of the Choice administrator.

The form must submitted via email to privateschoolchoice@dpi.wi.gov.

Choice Administrator Authorization and Update (continued)

- A Choice administrator must complete Section I of the form, which provides general information about the school and effective date of the change.
- If a new Choice administrator is being established, Section II of the form must be completed. In this section, the new Choice administrator must provide information verifying that they meet the requirements to become a Choice administrator.

I. GENERAL INFORMATION		
School Name	School City	Effective Date
II. NEW CHOICE ADMINISTRATOR INFORMATION		
Choice Administrator's Name First and Last	Choice Administrator's Email Address	Choice Administrator's Direct Phone Area/No.
Choice Administrator's Personal Mailing Address Street, City, State, Zip (Must be address other than school address)		
<p>Under Wis. Stats. §§119.23(2)(a)6.b. and 118.60(2)(a)6.b. administrators of private schools participating in the PSCP must have at least a bachelor's degree from an accredited institution of higher education or a current teacher or administrator license from the DPI. Check which of the requirements the administrator meets and complete the information under the applicable requirement. A private school that does not comply with this requirement is ineligible to participate in or receive funding under the PSCP. If any of the information provided in answer to this question is found to be incorrect or misrepresented, the private school will not be eligible to participate in or receive funding under the PSCP.</p> <p>I have select one:</p> <p><input type="checkbox"/> At least a bachelor's degree from an accredited institution of higher education. Complete the first column.</p> <p><input type="checkbox"/> A license issued by the DPI. Complete the second column.</p>		
At least a bachelor's degree from an accredited institution of higher education		License issued by the DPI
Name of Accredited Institution of Higher Education		Type of License Check one
		<input type="checkbox"/> Administrator <input type="checkbox"/> Teacher
City and State		Entity (License) Number
Date Received Mo/Yr.	Degree Type Check one	Date License Expires Mo/Yr.
	<input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Doctorate	
<p>I AUTHORIZE the designees identified by the previous Choice administrator for the school. If you indicate no, all current designees will be removed. To add or remove individual designees, complete the Designee Authorization and Update form found on School Submitted Reports and Forms.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Review the affirmations below and check the box if you agree. The Choice administrator form will not be authorized if both boxes below are not checked.</p> <p><input type="checkbox"/> I AFFIRM that I have read the Program Requirements Training and that I have successfully completed the Program Requirements Quiz OR I have been a Choice administrator within two years of the effective date listed in Section I.</p> <p>If you still need to complete this quiz, go to the Choice Program Requirements Training and Quiz webpage and do so prior to submitting this form.</p> <p><input type="checkbox"/> I AFFIRM that I have read the OAS Access trainings and that I have successfully completed the OAS Access Quiz OR I have been either a Choice administrator or designee within two years of the effective date listed in Section I.</p> <p>If you still need to complete this quiz, go to the OAS Access Training and Quiz webpage and do so prior to submitting this form.</p>		

All Choice administrators must complete Section I of the form, which provides general information about the school.

If a new Choice administrator is being established, Section II of the form must be completed. In this section, the new Choice administrator must provide information verifying that they meet the requirements to become a Choice administrator.

Choice Administrator Authorization and Update (continued)

- If a new Choice administrator is being established, the governing board chairperson must complete and sign Section III of the form.
- Section IV of the form enables existing Choice administrators to update their contact information.
- Choice administrators must always complete and sign Section V of the form.

Page 2 PI-PCP-120

III. GOVERNING BOARD AUTHORIZATION FOR NEW CHOICE ADMINISTRATOR

By signing below, I attest that I am the governing board chairperson and that the governing board has appointed the individual named in Section II to serve as the Choice administrator. This change is to take effect on the date indicated in Section I.

Governance Board Chairperson's Name *First and Last*

Governance Board Chairperson's Signature Date Signed *Mo./Day/Yr.*
If electronic signature is not used

IV. CHOICE ADMINISTRATOR CHANGE IN CONTACT INFORMATION

Existing Choice Administrator with Changed Contact Information

Name <i>First and Last</i>	New Name <i>First and Last</i>	Updated Personal Address Other than School Address <i>Street, City, State, Zip</i>	Updated Phone Number	Updated Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

V. CHOICE ADMINISTRATOR SIGNATURE

If a new Choice administrator is being established, the governance board chairperson must complete and sign Section III of the form.

Section IV of the form enables existing Choice administrators to update their contact information.

Choice administrators must always complete and sign Section V of the form.

Designee Authorization and Update Form

This fillable PDF form can be used at any time to:

- Establish a new designee (designated by the Choice administrator to assist with processing applications).
- Remove a designee.
- Change contact information for an existing designee.

Establishing a new designee requires:

- Signature of the designee
- Affirmation that the designee has read the trainings and completed the OAS Access Quiz, and
- Signature of the Choice administrator.

Removing a designee requires:

- Signature of the Choice administrator.

Changing contact information for an existing designee requires:

- Signature of the designee.



This fillable PDF form can be used at any time to establish a new designee (designated by the Choice administrator to assist with processing applications), remove a designee, and change contact information for an existing designee. The form is located on the [School Submitted Reports and Forms](#) webpage.

Establishing a new designee requires the signature of the designee, affirmation that the designee has read the trainings and completed the OAS Access Quiz, and the signature of the Choice administrator.

Removing a designee requires the signature of the Choice administrator.

Changing contact information for an existing designee requires the signature of the designee.

The form must be submitted via email to privateschoolchoice@dpi.wi.gov.

Designee Authorization and Update (continued)

- The person submitting the form must complete Section I of the form, which provides general information about the school.
- If a new designee is being established, Section II of the form must be completed. In this section, the new designee will need to provide information verifying that they meet the requirements to become a designee.

I. GENERAL INFORMATION		
School Name	School City	Effective Date
II. NEW DESIGNEE INFORMATION		
Designee 1 Name First and Last	Designee's Email Address	Designee's Direct Phone Area/No.
Designee's Personal Mailing Address Street, City, State, Zip (Must be address other than school address)		
<input type="checkbox"/> I affirm that I have read the OAS Access trainings and that I have successfully completed the OAS Access Quiz OR I have been a Choice administrator or designee within two years of the effective date listed in Section I. If you still need to complete this quiz, go to the OAS Access Training and Quiz webpage and do so prior to submitting this form.		
If the above box is not checked, this designee will not be authorized.		
I CERTIFY AND ACKNOWLEDGE, BY SIGNING THIS FORM I will report throughout the year any changes in my contact information to the DPI using this form.		
I FURTHER ACKNOWLEDGE that if the private school is barred or terminated from the PSCP, I may be prohibited from having an ownership interest in or serving as an officer, director, trustee, administrator, administrator designee, or person responsible for administrative, financial, or pupil health and safety matters, for compensation or as a volunteer, at another private school participating in the PSCP, for seven years from the date of the state superintendent's order barring or terminating the private school from the PSCP.		
Designee's Signature		Date Signed Mo./Day/Yr. If electronic signature is not used
Designee 2 Name First and Last	Designee's Email Address	Designee's Direct Phone Area/No.
Designee's Personal Mailing Address Street, City, State, Zip (Must be address other than school address)		
<input type="checkbox"/> I affirm that I have read the OAS Access trainings and that I have successfully completed the OAS Access Quiz OR I have been a Choice administrator or designee within two years of the effective date listed in Section I. If you still need to complete this quiz, go to the OAS Access Training and Quiz webpage and do so prior to submitting this form.		
If the above box is not checked, this designee will not be authorized.		
I CERTIFY AND ACKNOWLEDGE, BY SIGNING THIS FORM I will report throughout the year any changes in my contact information to the DPI using this form.		
I FURTHER ACKNOWLEDGE that if the private school is barred or terminated from the PSCP, I may be prohibited from having an ownership interest in or serving as an officer, director, trustee, administrator, administrator designee, or person responsible for administrative, financial, or pupil health and safety matters, for compensation or as a volunteer, at another private school participating in the PSCP, for seven years from the date of the state superintendent's order barring or terminating the private school from the PSCP.		
Designee's Signature		Date Signed Mo./Day/Yr. If electronic signature is not used

The person submitting the form must complete Section I of the form, which provides general information about the school.

If a new designee is being established, Section II of the form must be completed. In this section, the new designee will need to provide information verifying that they meet the requirements to become a designee.

Designee Authorization and Update (continued)

- If a new designee is being established, the Choice administrator must complete and sign Section III of the form.
- Section IV of the form enables existing designees to update their contact information.
- Section V of the form can be used by a Choice administrator to remove a designee.

Page 2 PI-PCP-121

II. NEW DESIGNEE INFORMATION (cont'd)			
Designee's Name First and Last		Designee's Email Address	Designee's Direct Phone Area/No.
Designee's Personal Mailing Address Street, City, State, Zip (Must be address other than school address)			
<input type="checkbox"/> I affirm that I have read the OAG Access trainings and that I have successfully completed the OAG Access Quiz OR I have been a Choice administrator or designee within two years of the effective date listed in Section I. If you still need to complete this quiz, go to the OAG Access Training and Quiz webpage and do so prior to submitting this form.			
If the above box is not checked, this designee will not be authorized.			
I CERTIFY AND ACKNOWLEDGE, BY SIGNING THIS FORM I will report throughout the year any changes in my contact information to the DPI using this form.			
I FURTHER ACKNOWLEDGE that if the private school is barred or terminated from the PGCP, I may be prohibited from having an ownership interest in or serving as an officer, director, trustee, administrator, administrator designee, or person responsible for administrative, financial, or pupil health and safety matters, for compensation or as a volunteer, at another private school participating in the PGCP, for seven years from the date of the state superintendent's order barring or terminating the private school from the PGCP.			
Designee's Signature		Date Signed Mo./Day/Yr. If electronic signature is not used	
III. CHOICE ADMINISTRATOR AUTHORIZATION FOR NEW DESIGNEE(S)			
I CERTIFY, by signing below, that I am the Choice administrator, that this information is true and correct to the best of my knowledge, and that the designee(s) named in Section II has been authorized to certify PGCP student applications and have access to the PGCP online application system for the school named in Section I beginning on the effective date indicated in Section I.			
Choice Administrator's Name First and Last			
Choice Administrator's Signature		Date Signed Mo./Day/Yr. If electronic signature is not used	
IV. EXISTING DESIGNEE CHANGE IN CONTACT INFORMATION			
Name First and Last	New Name if applicable	Updated Phone Area/No.	Updated Email Address
Updated Personal Address Other than School Address Street, City, State, Zip		Electronic Signature	Date Signed if electronic signature is not used
V. CHOICE ADMINISTRATOR REMOVAL OF DESIGNEE			
Name			

If a new designee is being established, the Choice administrator must complete and sign Section III of the form.

Section IV of the form enables existing designees to update their contact information.

Section V of the form can be used by a Choice administrator to remove a designee.

Governing Board Update Form

This fillable PDF form should be used by governing board members to report a name or contact information change anytime it occurs. This form can also be used annually (due by August 1) to:

- Add a governing board member.
- Remove a governing board member.

Adding or removing a governing board member requires:

- Signature of new board member (signatures not needed for board member being removed)
- Signature of Choice administrator

Updating name or contact information for a governing board member requires:

- Signature of impacted board member
- Signature of Choice administrator



This fillable pdf form can be used annually (due by August 1) to add, change contact information, or remove a governing board member. The form is located on the [School Submitted Reports and Forms](#) webpage.


Adding a governing board member requires the signature of new board member and the signature of Choice administrator. Removing a board member requires the signature of the Choice administrator. A board member who has been removed from the board is not required to sign the form.

Updating name or contact information for a governing board member requires the signature of impacted board member and the signature of Choice administrator.

The form must be submitted via email to privateschoolchoice@dpi.wi.gov.

Governing Board Update Form (continued)

- The person submitting the form must complete Section I of the form, which provides general information about the school.
- Section II must be completed and signed by the Choice administrator if any board members are being added or removed through the form.
- If a new board member has joined the board since the last time the form was submitted, the "New Governing Board Members Since Last Submission" portion of Section III on page 1 must be completed.

I. GENERAL INFORMATION				
School Name			School Year	
Street Address		City	State	ZIP
II. CHOICE ADMINISTRATOR SIGNATURE				
<small>Private schools participating in the PSCP must submit the information required under Wis. Stats. §§118.60(6m) or 119.23(6m) related to the school's governing board to the department using this form. The Choice administrator is to sign the form indicating the information contained in this form is correct. If this form is only being used to notify the DPI of name or contact information changes for existing board members, a Choice administrator signature is not required.</small>				
Name of Choice Administrator Type or Print				
Signature of Choice Administrator			Date Signed Complete if not using electronic signature	
				
III. GOVERNING BOARD CHANGES / SIGNATURES				
<small>I CERTIFY AND ACKNOWLEDGE, BY SIGNING THIS FORM, I will report throughout the year any changes in my contact information to the DPI using this form. I FURTHER ACKNOWLEDGE that if the private school is barred or terminated from the PSCP, I may be prohibited from having an ownership interest in or serving as an officer, director, trustee, administrator, administrator designee, or person responsible for administrative, financial, or pupil health and safety matters, for compensation or as a volunteer, at another private school participating in the PSCP, for seven years from the date of the state superintendent's order barring or terminating the private school from the PSCP.</small>				
New Governing Board Members Since Last Submission (list)				
Name	Date Member Joined Board	Address Other Than School Address Street, City, State, Zip	Electronic Signature	Date Signed Complete if not using electronic signature

14

The person submitting the form must complete Section I of the form, which provides general information about the school.

Section II must be completed and signed by the Choice administrator if any board members are being added or removed through the form.

If a new board member has joined the board since the last time the form was submitted, the "New Governing Board Members Since Last Submission" portion of Section III on page 1 must be completed.

Governing Board Update Form (continued)

- If a board member has changes to their name or contact information, the “Governing Board Members with Changed Contact Information” portion of Section III on page 2 must be completed.
- If a board member has been removed from the board since the last time the form was submitted, the “Governing Board Members to be Removed Since Last Submission” portion of Section III on page 2 must be completed.

Page 2

PI-PCP-56

III. GOVERNING BOARD CHANGES / SIGNATURES (cont'd)

Governing Board Members with Changed Contact Information (list)

Name	New Name If applicable	Updated Address Other Than School Address Street, City, State, Zip	Electronic Signature	Date Signed Complete if not using electronic signature

Governing Board Members to be Removed Since Last Submission (list)

Name	Date Member Left Board	Name	Date Member Left Board

15

If an existing board member has changes to their name or contact information, the “Governing Board Members with Changed Contact Information” portion of Section III on page 2 must be completed.

If a board member has been removed from the board since the last time the form was submitted, the “Governing Board Members to be Removed Since Last Submission” portion of Section III on page 2 must be completed.

Questions

Website: <https://dpi.wi.gov/parental-education-options/choice-programs>

Email: privateschoolchoice@dpi.wi.gov

Phone: 1-888-245-2732 ext. 3



If you have any questions about the information discussed in this training, please see the Private School Choice Programs homepage. The left menu bar of the Private School Choice Programs homepage has resources for both schools and parents.

Choice schools may also contact the Choice team at privateschoolchoice@dpi.wi.gov, or call the toll-free number at 1-888-245-2732, extension 3 with questions.